



**THE WESTFIELD FAIR**  
137 Russellville Rd, Westfield MA 01085

## **Artisans & Crafters Introduction Letter**

**Dates of Fair: August 16 – 18, 2024**

Dear Artisans & Crafters,

We are so excited to invite you to participate in The 96<sup>th</sup> Westfield Fair Friday – Sunday, August 16 – 18, 2024! AND, our brand-new, beautiful “Crafters Barn” is open and ready for *your* business.

As we build our 2024 events schedule, we also seek partners to share their arts, crafts, wares and collectibles with fairgoers in our Crafters Barn. This is a fantastic opportunity for you to grow your business and make some valuable connections for its continued growth. Our Artisans & Crafter Barn is open to any handmade product.

The Westfield Fair Association is a 501 (c)(3) non-profit, so we rely on the generosity of sponsors, participants, volunteers, donors, and *you*. As we continue to develop and grow our family-friendly Fair each year, our goal is to provide a great experience for the public and abundant opportunities for our partners.

Following this cover letter you will find our expectations, contract details and Artisans & Crafters contract to be completed and submitted with full payment by August 1, 2024. Be sure to read all information provided in this packet carefully to avoid confusion.

**For more information, contact:**

**Jeff Stokowski at [jeffnortheast@comcast.net](mailto:jeffnortheast@comcast.net) or 413-433-8400**

**Please mail all documents and payment to:**

**Westfield Fair Association, c/o Jeff Stokowski, 543 West Rd, Westfield MA 01085**

***Please make all checks payable to Westfield Fair Association***

Thank you for your consideration and we look forward to seeing you at the Fair!

Sincerely,

The Westfield Fair Board of Directors



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## Artisans & Crafters Contract Details

Dates of Fair: August 16 – 18, 2024

### *Westfield Fair Expectations:*

- Completed contract and full payment must be returned to the Fair by **August 1, 2024**.
- Artisans & Crafters are expected to be in place and set up by 3:00 PM on Friday.
- Exhibit types include *new and unused* crafts or collectible items for sale or demonstration.
- Entry fee for 2024 is \$100.00 per location, to be submitted with contract application.
- Your space will include an approximate 8' X 10' space located in the new Arts and Craft Building. Exhibitors shall provide their own chairs and tables. All tables must be covered with tablecloths etc. It is recommended to bring a cover for merchandise left out overnight.
- We would like to state that no one has an exclusive at the Fair. We will try not to duplicate certain main items of sale, but the Fair will not grant anyone an exclusive item on the grounds. Pursuant to that you may be asked to stop selling an item that is already being sold on the grounds, particularly if the item was not agreed upon in your contract as a main item of sale.

### *Contract Details- Please read carefully*

- This contract is for artisan or crafter space only.
- **Artisans & Crafters contract with full payment submission deadline is August 1, 2024.**
- The Fair will be held rain or shine
- Set up must be completed by 3:00 PM Friday afternoon
- Artisans & Crafters must be open the hours of the event- Friday 5:00 PM-9:00 PM, Saturday 10:00 AM-9:00 PM, Sunday 10:00 AM-5:00 PM. Subject to change. See website for up-to-date details.
- Vehicles are allowed to access your set up area between the hours of 10:00PM and 9:00AM **ONLY**
- All Artisans & Crafters are responsible for maintaining the area around their booth. This area must be kept clean and free of debris and obstacles at all times.
- Passes will be given for Fair entrance, 2 per booth.
- There is no sub-leasing of any part of the space rented.
- Voice, sound or music amplified must be discussed with the Board of Directors and have prior authorization.
- *The Fair will not be responsible for the loss or damage due to fire, accident, vandalism, theft, natural disasters, or "acts of God" through which equipment or people may suffer.*
- Deposits are non-refundable.
- The building is well equipped with plugs and overhead lighting, but exhibitors should supply their own extension cords.



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**Artisans & Crafters Contract**

Dates of Fair: August 16 – 18, 2024

**Contract/Payment Deadline: August 1, 2024**

Business Name: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Selling or Displaying (*Please provide a detailed list of items/descriptions*):

\_\_\_\_\_

**Please return completed contract and full payment to:  
Westfield Fair Association, c/o Jeff Stokowski, 543 West Rd, Westfield MA 01085  
*Please make all checks payable to Westfield Fair Association***

Payment Received (Fair use only)			
	Amount	Cash/Check #	Date Rec'd
Beginning Balance			
Ending Balance			

**The below signed Fair Board of Directors representative warrants they have the authority to bind this agreement for the Fair in its entirety. The below signed vendor representative warrants that they have the authority to bind this agreement between Vendor and Fair.**

\_\_\_\_\_  
Vendor Representative (Please Print)

\_\_\_\_\_  
Board of Director (Please Print)

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Board of Director Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Date